

Managing Staff Absenteeism

Duration: 1 day

This course is for all levels of management and HR personnel involved in managing staff non-attendance. It recognises the cost to an organisation of staff non-attendance and the benefits of a motivated/healthy workforce.

This course focuses on the skills and knowledge managers and HR personnel need, so that non-attendance can be managed effectively.

This course is designed to be delivered using organisations' non-attendance procedures, to ensure that policies are followed, and includes bespoke role-play scenarios (actors can be used if required).

Who should attend this course?

HR Personnel and all managers involved in the management of staff non-attendance in the work place.

Course Objectives

At the end of the course delegates will be able to:

- Explain the reason for monitoring non-attendance
- Explain the different roles involved in the procedure
- Explain the different processes in the non-attendance procedure
- Identify the reasons for non-attendance and take appropriate action

Course Outline

- The costs associated with non-attendance
- The reason for a non-attendance procedure
- Factors that influence non-attendance
- Roles and responsibilities in the processes and procedure
- Monitoring, recording and reporting
- Reasons for non-attendance
- Process for staff returning to work
- Self-certification versus medical certification
- Procedures and guidelines
- Managing long-term absence
- Different types of leave